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From: Jess Boyle <Jess.Boyle@mail.wvu.edu>
Sent: Friday, June 24, 2011 9:34 AM
To: Khan, Annie (DPH)
Cc: Lindsey Crass
Subject: Welcome to Chemical Spot Tests for Illicit Drugs
Attachments: Chemical Spot Tests for Illicit Drugs Syllabus 201105.pdf

Hello Annie,

Welcome to the online **Chemical Spot Tests for Illicit Drugs** course. We hope that you enjoy this course. If you have any questions or comments about this course, please do not hesitate to contact your instructor at Lindsey.crass@mail.wvu.edu. She is currently on vacation, but will return July 1st. You can also use the in-course e-mail. We will try to answer you as soon as possible; however, e-mail and phone messages are not checked over the weekends.

Course Information:

The Chemical Spot Tests for Illicit Drugs course has an average completion time of 10 hours. If you need additional time, please notify me. The semester ends on **October 31, 2011**; this will be the latest you can access the course. We monitor each student's progress once registered and if the course is not accessed (nor completed) within the semester, the **\$30 no-access/no-completion fee** will be charged to you.

You must have a grade of 80% or better in all assessment (quizzes and Post Test) in order to complete the course. Once all assessments (pre-test, quizzes, post test) and course evaluation are complete you will receive a certificate of completion in the mail. (Certificate are requested to be sent by the WVU Extended Learning on Fridays, are processed, and usually received within 4-6 weeks).

TO LOGIN INTO YOUR eCAMPUS COURSE, YOU WILL BE SENT EMAIL INSTRUCTIONS BY CONTINUING & PROFESSIONAL EDUCATION AFTER REGISTRATION IS COMPLETE. YOUR FIRST PASSWORD WILL BE A DEFAULT PASSWORD. YOU WILL BE PROMPTED TO CHANGE THIS PASSWORD WHEN LOGGING IN FOR THE FIRST TIME. YOU WILL BE PROMPTED TO CHANGE YOUR PASSWORD AGAIN EVERY 90 DAYS AFTER THE INITIAL PASSWORD CHANGE. THIS IS IN AN EFFORT TO BE COMPLIANT WITH WVU SECURITY STANDARDS.

I have attached the course syllabus to outline what is expected from this course.

If you have any questions, please let me know.

Thank you,
Jess

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